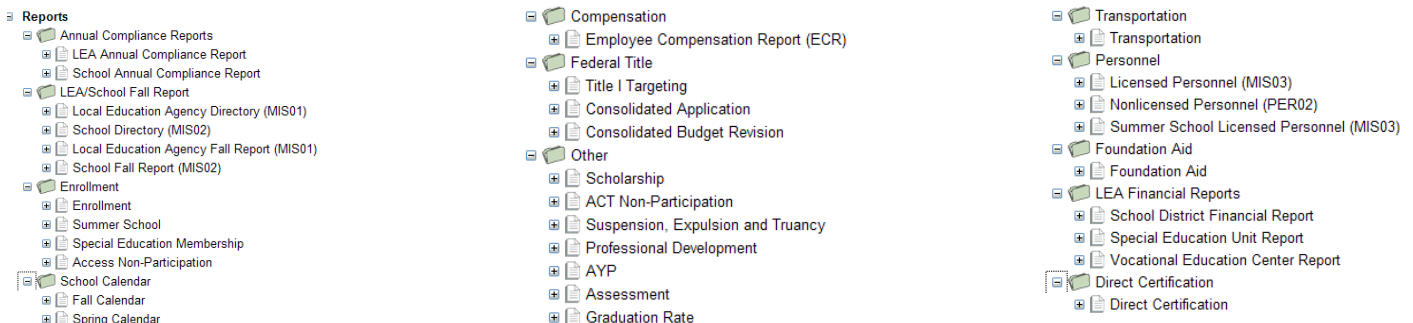# Fill Out Reports

Once you are logged into the STARS system the first screen displayed is the "Fill Out Reports" screen *(Figure 1a)*. The purpose of this area of STARS is to choose a report to view or complete. In addition, the user chooses the educational unit and school year to fill out a report for. The "Fill Out Reports" screen displays only reports and educational entities accessible to the user based on permissions.

Figure 1a: Fill Out Reports Screen

To select a report to view or complete, choose the appropriate report group *(Figure 2a)* and then click on the plus sign to the left of the folder image to expand the treeview. Once you click on the plus sign there will be one or more different reports in that category. Again, click on the plus sign next to the report name to reveal the educational units that the particular report can be filled out for. Then click on the educational unit for the report. *(Figure 3a)*

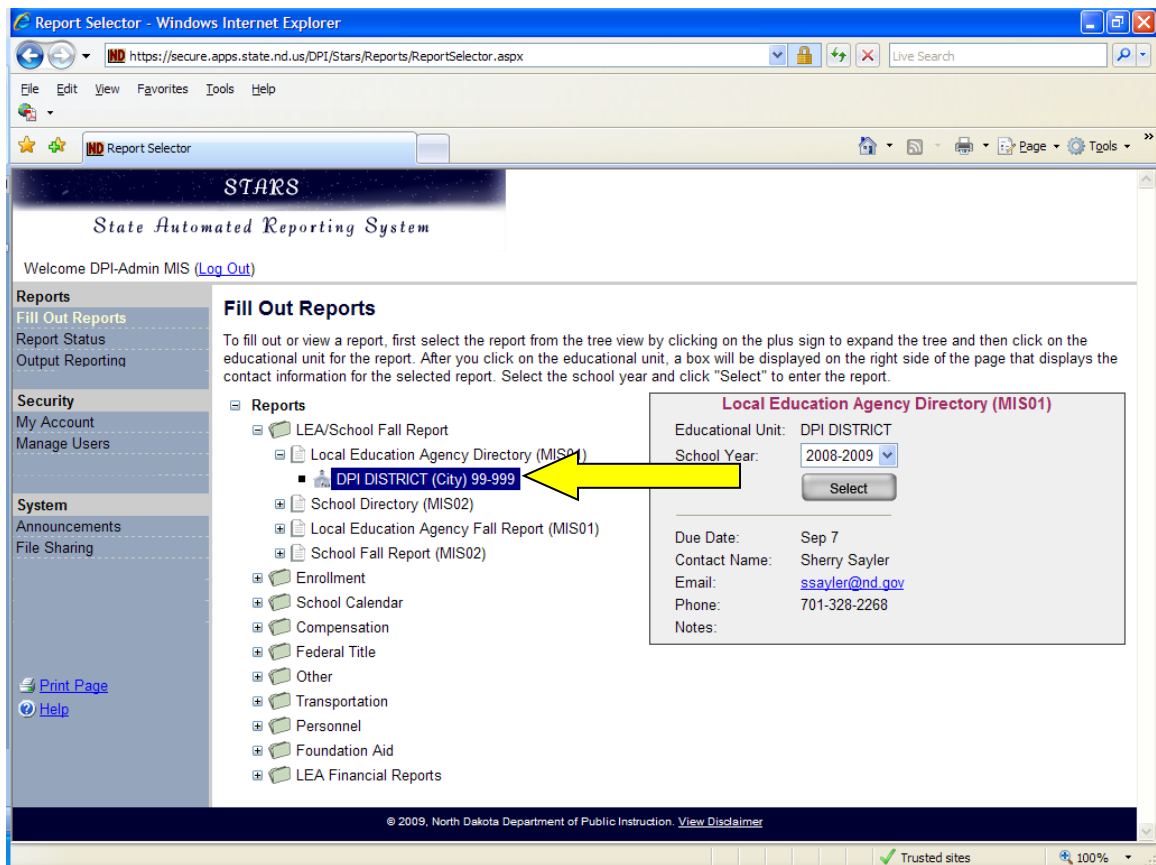**Figure 2a: Main categories expanded to show all available reports**

Figure 3a: Fill Out Reports Screen with an Educational Unit Selected

After you click on the educational unit, a box will display on the right side of the page that shows the contact information for the selected report. Choose a school year from the drop-down box and then click the "Select" button to open the report. The school year drop-down box contains only the available years. *(Figure 3a)*

**To access information and help files specific to the report you are completing visit
https://www.nd.gov/dpi/data/STARS/ .